


**新纪元大学学院调课通知**  
**New Era University College: Cancellation of Lecture/Tutorial**

<p><b>兹通知以下课程取消/</b>  <b>Please note that the following lecture/tutorial is cancelled</b></p> <p>科系/Course: <u>TMMD233</u>      日期/Date: <u>17,24 August 2023</u></p> <p>科目/Subject: <u>Multimedia Presentation</u></p> <p>时间/Time: <u>430pm - 800pm</u>      课室/Classroom: <u>B105a</u></p> <p>讲师/Lecturer: <u>Cheng Kin Meng</u></p> <p>原因/Reasons: <u>student requested for lecture time change, students have agreed for the change</u></p>	<p style="text-align: center;"><b>指 示</b></p> <ol style="list-style-type: none"> <li>1. 讲师在调课前请填写此表格。</li> <li>2. 未克通知学生者请致电注册处（课务组）职员。</li> <li>3. 需调课的讲师请于一周内进行补课。</li> </ol> <p style="text-align: center;"><b>Instruction</b></p> <ol style="list-style-type: none"> <li>1. Lecturers are required to fill up the Cancellation of Lecture/Tutorial Form to the Registrar's Office (Academic Unit) before the cancellation of lectures/tutorials.</li> <li>2. Please inform the Registrar's Office (Academic Unit) if you are unable to contact students the cancellation of lectures/tutorials.</li> <li>3. The replacement of lectures/tutorials should be carried out within one week after the form is submitted.</li> </ol>
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**新纪元大学学院补课通知**  
**New Era University College: Replacement Lecture/ Tutorial**

<p><b>请讲师填写补课时间和地点/</b>  <b>The details for the replacement lecture/tutorial are as follows:</b></p> <p>科系/ Course: <u>Department of Information Computing Technology</u></p> <p>科目/ Subject: <u>Multimedia Presentation</u></p> <p>补课日期/Date of replacement: <u>17, 24 August 2023</u></p> <p>补课时间/Time: <u>3pm - 630pm</u></p> <p>补课课室/Classroom: <u>B102</u></p>	<p style="text-align: center;"><b>作业程序</b></p> <ol style="list-style-type: none"> <li>1. 讲师与班上同学协调后，填写此表格。</li> <li>2. 请将表格交予各系主任以便核准。</li> <li>3. 经核准的表格，请交予注册处（课务组）以便存录。</li> <li>4. 额外之补课申请，须获得注册处主任的批准。</li> </ol> <p style="text-align: center;"><b>Procedure</b></p> <ol style="list-style-type: none"> <li>1. Discuss the details of replacement with students before filling in this form.</li> <li>2. Pass the forms to the Head of Department for approval.</li> <li>3. Pass the approved forms to the Registrar's Office (Academic Unit).</li> <li>4. Solicit approval from the Registrar for any extra replacement class.</li> </ol>
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<b>讲师/Lecturer:</b>	签名/Signature:  正楷/Name: <u>Cheng Kin Meng</u> 日期/Date: <u>14 August 2023</u>	<b>系主任/ Head of Department:</b>	签名/Signature: 正楷/Name: 日期/Date:
<b>注册处（课务组）批准/Approval by Registrar's Office (Academic Unit)</b>	签名/Signature: 正楷/Name:	日期/Date:	